



## PR/160437 | Purchasing Supervisor - Reputable trading company

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1591455

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

May 12th, 2026 10:16

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Job Description:**

- Manage the full purchasing cycle: sourcing, negotiation, PO issuance, follow-up, and delivery.
- Prepare and monitor purchase orders based on departmental requirements.
- Improve purchasing processes and SOPs to achieve cost savings and efficiency.
- Evaluate, develop, and manage supplier performance in compliance with ISO & IATF standards.
- Maintain purchasing documentation and support audit requirements.
- Liaise with Accounts to ensure smooth payment processing.
- Work closely with cross-functional teams to support operational needs.

**Job Requirements:**

- Diploma or Degree in Supply Chain, Business, or related field.
- Experience in purchasing/procurement, preferably in a manufacturing environment.
- Knowledge of ISO 9001 / IATF 16949 is an advantage.
- Strong negotiation, communication, and problem-solving skills.
- Able to work independently and in a fast-paced environment.

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Company Description